

Review and Post a Journal Batch

Scope

This procedure covers how to review and post a journal batch into the FMS General Ledger.

System References

N/A

Policy

N/A

Responsibility

SFA CFO General Ledger SuperUser

Distribution

SFA CFO Accounting Division

Ownership

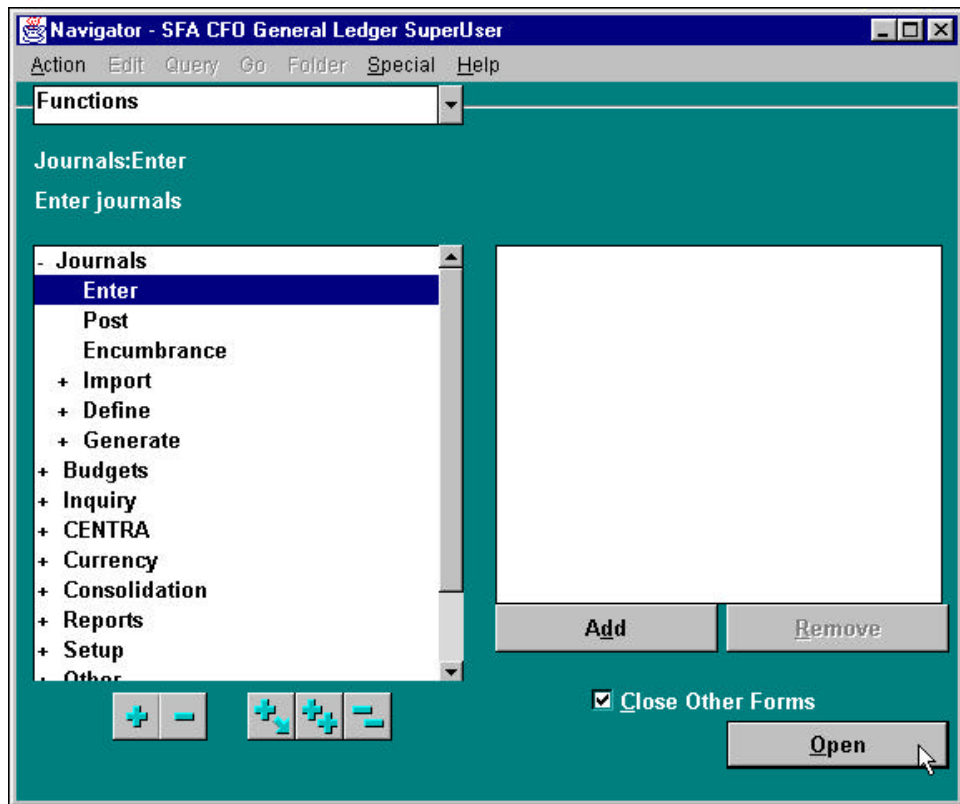
SFA CFO Accounting Division

Activity Preface

SFA CFO Accounting Division performs this activity whenever it needs to review and post a journal entry into the FMS General Ledger.

SFA CFO General Ledger SuperUser

1. Sign onto Oracle FMS using the “SFA CFO General Ledger SuperUser.” The “Navigator” window opens.



2. From the “Navigator” window, Double-Click **Journals**. The Journal sub-menu appears.
3. Double-Click **Enter**. The ”Find Journals” window appears.

The screenshot shows the 'Find Journals' window. It contains input fields for Batch, Journal, Source, Category, Period, and Currency. There are also sections for Status (Posting, Funds) and Control Total (Batch, Journal). Buttons for Clear, New Batch, New Journal, Find, and More are at the bottom.

- From the “Find Journals” window, Enter your search criteria in the appropriate field(s).

FYI: The % sign can be used as a wildcard when searching in SFA FMS. Rather than typing the entire batch name (or any field by which you choose to search), type the first few characters followed by the % sign to find all batches with names that begin with those characters.

- Click the **Find** button. The “Enter Journals” window appears.

Batch Status	Batch Name	Journal Name	Period	Journal Debits	Journal Credits
Posted	DLSS IF020 LS_IF02	DLSS IF020 USD	Sep 01	100.00	100.0

New Journal Review Journal Requery
New Batch Review Batch More Actions

- Ensure the appropriate row is highlighted and click the **Review Journal** button. The “Journals” window appears.

Journals (SFA FMS) - DLSS IF020 LS_IF020_FILE.dat DLSS IF020 163357 A

Action Edit Query Go Folder Details Help

Journal: **DLSS IF020 USD**

Period: **Sep-01** Effective Date: **04-SEP-2001**

Category: **DLSS IF020** Source: **DLSS IF020**

Balance Type: **A** Budget:

Description: **DLSS IF020**

Control Total:

Conversion

Currency: **USD**

Date: **04-SEP-2001**

Type: **User**

Rate: **1**

Line	Account	Debit (USD)	Credit (USD)	Description
1	4253XNY.B.01.999011.ENJB0000.A10.3	<100.00>		DLSS IF020-Negation
2	4253XNY.B.01.999011.ENJB0000.A10.3	100.00		DLSS IF020
12	4253XNY.B.01.219000.ENJB0000.A10.3	0.00	100.00	
22	4253XNY.B.01.135001.ENJB0000.A10.3	100.00	0.00	
		100.00	100.00	

Acct Desc: **FED DIR STUDENT.CATEGORY B.Year 2001.DLSS SUSPENSE -ACCOUNTING.DL-F DISBURSEME.**

More Details Change Currency... More Actions

7. Review the journal to ensure accuracy of the debits and credits.
8. Close out of the "Journals window." The "Find Journals" window appears.

Enter Journals (SFA FMS)

Action Edit Query Go Folder Special Help

Batch Status	Batch Name	Journal Name	Period	Journal Debits	Journal Credit
Posted	DLSS IF020 LS_IF020	DLSS IF020 USD	Sep-01	100.00	100.00

New Journal Review Journal Requery

New Batch Review Batch More Actions

9. 8. Click the Review Batch button. The "Batch" window opens.

10. Click the More Actions button. The More Actions window appears.

11. Click the Post button. A Note window appears displaying your concurrent request ID.
12. Click the OK button. The Note window closes, and the “Batch” window returns.
13. Close out of all windows to return to the “Navigator” window.

End of activity.

Start

**SFA CFO GL
SuperUser**

- Sign onto Oracle FMS using "SFA CFO GL SuperUser."
"Navigator" window opens. (1)
- From "Navigator" window, Double-Click Journals. Journal sub-menu appears. (2)
- Double-Click Enter. "Find Journals" window appears. (3)
- From "Find Journals" window, Enter your search criteria in appropriate field(s). (4)
- Click Find button. "Enter Journals" window appears. (5)
- Ensure appropriate row is highlighted & click Review Journal button. "Journals" window appears. (6)
- Review journal to ensure accuracy of debits & credits. (7)
- Close out of "Journals window." "Find Journals" window appears. (8)
- 8. Click Review Batch button. "Batch" window opens. (9)
- Click More Actions button. More Actions window appears. (10)
- Click Post button. A Note window appears displaying your concurrent request ID. (11)
- Click OK button. Note window closes, & "Batch" window returns. (12)
- Close out of all windows to return to "Navigator" window. (13)

End